

Department of Personnel and Administrative Reforms O.M. No.10/41/73-Estt.(SCT), dated the 20<sup>th</sup> July, 1974, to all Ministries/Departments, etc.

**Subject:—Reservations for Scheduled Castes and Scheduled Tribes in post filled by promotion—Promotions by selection to Class II, within Class II and upto the lowest rung of Class I.**

The question whether the scheme of reservations for candidates belonging to Scheduled Castes and Scheduled Tribes in promotions by selection should be extended to posts in Class II services and beyond, and if so to what extent, has been under the consideration of Government. It has now been decided, in supersession of the orders contained in paragraph 2B(a) of the Ministry of Home Affairs O.M. No. 1/12/67-Estt. (C) dated the 11th July, 1968 that there will be reservations at 15 and 7½% of the vacancies for Scheduled Castes and Scheduled Tribes respectively in promotions made by selection from Class III to Class II, within Class II and from Class II to the lowest rung or category in Class I, in grades or services in which the element of direct recruitment, if any, does not exceed 50 per cent.

2. The following instructions will apply to the filling up of vacancies reserved for Scheduled Castes and Scheduled Tribes in terms of the instructions contained in this Office Memorandum:—

- (i) Selection against vacancies reserved for Scheduled Castes and Scheduled Tribes will be made only from among those Scheduled Castes/Scheduled Tribes officers who are within the normal zone of consideration.
- (ii) If candidates from Scheduled Castes and Scheduled Tribes obtain on the basis of merit with due regard to seniority, on the same basis as others, less number of vacancies than that reserved for them, the difference should be made up by selecting candidates of these communities who are in the zone of consideration irrespective of merit but who are considered fit for promotion.
- (iii) A Select List should then be prepared in which the names of the selected officers, general as well as those belonging to Scheduled Castes and Scheduled Tribes, are arranged in the order of merit and seniority according to the general principles for promotion to selection posts laid down in the Ministry of Home Affairs O.M. No. 1/4/55-RPS, dated 16th May, 1957, i.e. by placing the names in the three categories viz. 'Outstanding', 'Very-Good' and 'Good' in that order, without disturbing the seniority *inter-se* within each category. This Select List should, thereafter, be followed for making promotions in vacancies as and when they arise during the year.
- (iv) For determining the number of vacancies to be reserved for Scheduled Castes and Scheduled Tribes in a Select List, a separate roster on the lines of the roster prescribed in Annexure I to Office Memorandum No. 1/11/69-Estt. (SCT) dated the 22nd April, 1970 (in which point 1, 8, 14, 22, 28 and 36 are reserved for Scheduled Castes and points 4, 17 and 31 for Scheduled Tribes) should be followed. If, owing to non-availability of suitable candidates belong to Scheduled Castes or Scheduled Tribes, as the case may be, it becomes necessary to dereserve a reserved vacancy, a reference for dereservation should be made to this Department indicating whether claims of Scheduled Castes/Scheduled Tribes candidates eligible for promotion in reserve vacancies have been considered in the manner indicated in this O.M.
- (v) There will, however, be no carry forward of reservations from year to year in the event of an adequate number of Scheduled Caste/Scheduled Tribe candidates not being available in any particular year.
- (vi) While vacancies reserved for Scheduled Castes and Scheduled Tribes will continue to be reserved for the respective community only, a Scheduled Caste officer may also be considered for appointment against a vacancy reserved for Scheduled Tribes, or vice versa, in the same year itself in which the reservation is made, where the appropriate reserved vacancy could not be filled by a Scheduled Tribes or a Scheduled Caste candidate, as the case may be.

(vii) Where promotions in the above manner are first made on a long-term officiating basis, confirmation should be made according to the general rule, viz. that an officer who has secured earlier officiating promotion on the basis of his place in the select list should also be confirmed earlier and thus enable to retain the advantage gained by him, provided that he maintains an appropriate standard vide para (iii) or Ministry of Home Affairs Office Memorandum No. F. 1/1/55-RPS dated the 17th February, 1955. But the principle of reservations would not apply again at the time of confirmation of promotees.

3. The above instructions take effect from the date of issue of these orders except where a Select List for promotion by selection has already been prepared by the Departmental Promotion Committee and approved by the appropriate authority before the date of issue of these orders.

4. Ministry of Finance etc. are requested to bring the above decisions to the notice of all concerned.

5. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General.

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